Application Guidebook

| FALL SEMESTER 2023 |
| **SFC ASIA MASUDA RESEARCH PROJECT SUPPORT PROGRAM** |
| (For undergraduate and graduate students) |

This support program was established with funds provided by the Masuda Educational Foundation. It provides research grants to Japanese students and international students from countries and regions in Asia who are in the Faculty of Policy Management, Faculty of Environment and Information Studies, or Graduate School of Media and Governance. This program aims to develop individuals with an international perspective capable of contributing to the future development of Asia through the planning and implementation of research projects.

The program particularly supports research that will promote Japanese culture, history, thought, and technology in Asia and the Middle East. Interested students should complete an application by following the steps below after acknowledging the purpose of this program.

1. **Criteria for eligibility**

   Must correspond to either of the following 1) or 2)

   1) Students who, as of the semester in which the research is to be conducted, are in their second year or above in the Faculty of Policy Management or the Faculty of Environment and Information Studies, or students in the Graduate School of Media and Governance, who are planning continual long-term research at universities, graduate schools, or institutions in countries or regions in Asia (except for Japan).

      <Must be a student with a Japanese citizenship or a student with foreign citizenship with a status of residence as the following>

      Must be: permanent resident, special permanent resident, child or spouse of Japanese national, child or spouse of permanent resident, or long-term resident.

   2) International students who are from countries or regions in Asia and are conducting research on themes related to Japan, in principle, in Japan.

      <Required Qualifications>

      Must be enrolled at a Japanese university or graduate school and hold a foreign citizenship and a student visa.

   *Students who correspond to categories 1) or 2) can apply as a group.

   *If applying as a group, the eligibility category to which the group corresponds will be dependent on the required qualifications for the student, who is a research project leader.

   *Those corresponding to category 1) are required to enroll in the university-designated **Overseas Students Safety Management Assistance Service (OSSMA)** provided by Emergency Assistance Japan Co., Ltd., as well as a comprehensive overseas travel insurance policy that meets the requirements of the university during the time they are overseas.

   *Duplicate applications for the research grant program during the period in which the applicant is receiving this grant will not be accepted.

*In principle, selected students may not take a temporary leave of absence during the applicable grant period. If it is required to take a temporary leave of absence for unavoidable reasons, please notify the office as soon as possible. Note that, once the temporary leave of absence is confirmed, the grant money for the relevant semester must be refunded.

2. Applicable grant period

Friday, September 22, 2023 – Friday, July 26, 2024 *deadline for submission of the report

3. Amount of the grant

The maximum amount of the grant for a single research project will be 1,200,000 yen.

It is anticipated that approximately four projects will be adopted. Only one application per project will be accepted.

4. Research topics to be covered

- The fieldwork must have an international perspective and contribute to the future development of Asia. In particular, research that will promote Japanese culture, history, thought, and technology in Asia will be prioritized.
- During the research period specified in **2. Applicable grant period**, students are required to visit the site to the extent possible and continue to implement research activities.

5. Application method and deadline

Apply for the grant through the SFC Student's Research Grant System.

Be aware that submissions or revisions after the deadline will not be accepted. Also, make sure to consult with your supervising faculty member for the project and have the contents approved before submitting the application.

Application period:

10:00, Monday, October 30 – 13:00, Friday, November 17, 2023 *to be strictly observed

- Student's Research Grant System: https://srg.sfc.keio.ac.jp/en/user

  Keio University Student Website (Shonan Fujisawa Campus) → Other → Research Grants → Student's Research Grant System → SFC Asia Masuda Research Project Support Program

  *keio.jp account is required to view this page.

6. Selection method and notification

Documents screening by the SFC Asia Masuda Research Project Support Steering Committee will be based on the research plan.

Applicants will be notified of the screening results through the Student's Research Grant System by mid-January 2024.

7. Report of research results and expenses

Students selected to receive the grant will be required to submit their research results and expense report as

described below.

The deadlines for submitting the research results and expense report are as listed below. Failure to submit the required result report and necessary documents may result in penalties such as repayment of the grant and restrictions on future applications.

◆　Research results submission deadline: 16:50, Friday, July 26, 2024 *To be strictly observed

◆Submission deadline for grant expenditures before March 2024:

16:50, Monday, March 4, 2024 *To be strictly observed

Submission deadline for grant expenditures after April 2024:

16:50, Friday, July 26, 2024 *To be strictly observed

*Submit expense report and original receipts (*領収書*; photocopies are not accepted) directly to the Career Services Section.

*Due to accounting circumstances, after being selected for the grant, you will be asked to submit two separate grant expenditure plans: one before March and one after April. The grant money will be paid to you in installments based on the plans you have submitted. This is why expense reports are needed twice. Note that purchases made in the period after submitting the first expense report and before the end of March 2024 cannot be included in either expense report. Please plan accordingly and purchase necessary supplies, materials, etc. so that they are included in the expense report. Try to use up all of the grant money.

8.　How to fill out the application

Make sure to click **Submit** after filling out the following application documents 1, 2, and 3.

When applying as a group, the **research project leader** must fill out the application documents.

<Application document 1: Planning Sheet>

(1) Supervising faculty member

Consult with a full-time faculty member in advance, who is well-acquainted with the research topic, about submitting the application, and obtain their approval to register their name (part-time lecturers and project faculty members are not eligible to become a supervising faculty member for the research grant programs).

(2) Name of research project

The title must be concise and within 50 alphanumeric characters.

(3) Research details(within 2,000 half-width characters in English, which is approximately 400 words)

The description of the contents of the research project must be specific and easy to understand, avoiding general or abstract expressions.

(4) Significance of conducting research activities using this support program

(within 2,000 half-width characters in English, which is approximately 400 words)

Clearly describe the significance of your research activities in terms of the purpose of this support program by referring to the **4. Applicable research activities.**

When filling out the application documents, applicants are required to demonstrate that they have the necessary expertise to pursue the research project. At the same time, they are expected to explain their research in a way that will be easy to understand for researchers who are not familiar with these research fields.

(5) Research project organization

When applying for a project conducted by a group, write the names of the research project leader and research project members. The division of tasks of each student must also be clearly stated.

(6) Details of research expenditures

Fill in the expenditure breakdown by category for the academic year based on the research plan. Check the **Guidelines for Use of the Research Grants** for details on items that can be reimbursed.

In the screening process, not only the research content and the significance of the research, but also the appropriateness of the use of the fund will be evaluated. When filling out the total cost calculation, give due consideration on whether the expenditure is necessary for your research activities. The total expenditures you enter should be limited to the maximum amount of the grant. If the amount exceeds the limit, your submission will not be accepted.

(7) Grants that you have received or plan to apply for

In case you have already received a grant or plan to apply for a grant this academic year, inform us of the name of the grant(s), project title(s), selection date(s), and grant period(s), regardless of whether the contents and members of the project are the same as for this program. The grant selection may be revoked in the case of any false declarations. Note that applications for multiple research grants whereby the research plan can be considered identical are not allowed.

<Application document 2: Research Plan>

Upload a PDF file of your research plan of up to two pages. Please note that a research plan exceeding the designated number of pages will not be accepted. Keep the following points in mind when completing the documents.

*Describe the details of your fieldwork activities, including a schedule which is final as of the date of this writing, in as much detail as possible.

*In the case that the applicant or project has received grants through this grant program in the past, the applicant must clearly explain how their project has changed in their research plan.

＜Application document 3：Bank Account Information＞

In order to ensure smooth procedures after the selection, please submit the information for the bank account to which you wish to transfer the grant if selected for the support program. The submitted account information will only be used for the purpose of transferring the grant if selected for the support program.

(1) Bank Account Information Form (upload the prescribed form in PDF format)

Download the form from the following link

https://kif2.keio.jp/jukunai/common/gak/sfc/cdp/grants.html

Keio University Student Website (SFC) → Other → Research Grants → SFC Asia Masuda Research Project Support Program→ Instructions for Expenditure

(2) A copy of your bankbook (upload it in any file format)

・Submit a copy of the pages which display the bank name, branch, account type, account number, and account holder's name

・The copy should be clear so that the letters and numbers are legible when printed out

・If there is no bankbook, submit a copy of the equivalent which <u>includes the same information as in the bankbook</u> such as a copy of the cash card and a printout of your bank account information online (<u style="color:red">a copy of the cash card alone cannot be used as a substitute for a copy of the bankbook</u>)

・If your cash card has a credit card function, black out the credit card number when submitting the copy so that it cannot be read or determined

・If there are multiple documents, compile them into a single file to submit

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[Inquiries]

SFC Academic Affairs Office Career Services Section (1F, Alpha Building)

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